



Motor Vehicle Expenses Worksheet

Your name	
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Complete one form for each vehicle used for business. All information entered below should be supported by receipts. Although we do not need to see the receipts, please keep them in case the CRA requests to see them.

Vehicle Information			
Please provide a copy of the purchase/lease agreement if we have not been provided a copy previously.			
Make		Model	
Year		Do you own or lease the vehicle?	<input type="checkbox"/> Own <input type="checkbox"/> Lease
Kilometres driven in the year		Kilometres driven for business use*	
*Note that the distance travelled between your work and home is most often considered personal use.			

Lease Information	
<input type="checkbox"/> No changes from previous year information we have. Otherwise, please complete the rest of this section.	
Start date of lease	End date of lease
MSRP* of vehicle (include all taxes)	
Lease payment (include HST/GST/QST)	
* Manufacturer's Suggested Retail Price (similar to list price of the vehicle)	

Cost Information	
<input type="checkbox"/> No changes from previous year information we have. Otherwise, please complete the rest of this section.	
Date of Purchase (YYYY-MM-DD)	
Total cost of vehicle (including taxes) before trade in	
If applicable, total trade in value of previous vehicle	

Expense Summary				
If you are not required to file a GST/HST return, you only need to complete the "Total" column.				
	Amount	GST/HST	QST (if applicable)	Total
Fuel and oil				
Interest				
Insurance				
Licensing and registration				
Maintenance and repairs				
Leasing costs				
Business parking fees				
Other expenses (specify):				